

Sample Statement of Work – General

GENERAL SERVICES ADMINISTRATION

Order Identification Number: _____

(Client Agency Name)

STATEMENT OF WORK (SOW)

CONNECTIONS CONTRACT

Category: _____

DATE: (dd mmm yy)

1.0 General. *Title of Task*

1.1 Introduction. *Provide a short description of the requirements without including the specific requirements.*

1.2 Background. *Consider the following: How the requirement evolved; relationship to other projects; why work is needed. Summarize information which is essential for understanding the work and ensure technical information is understandable to potential readers of different disciplines.*

1.3 Objectives. *What is the desired end result, if any (your expectations or goals of the contractor).*

1.4 Scope. *A brief description of: Size of the anticipated effort; summary of actions to be performed; results expected; timeframes, including specific phases of work; and special areas of interest.*

1.5 Contract Type. *State preference for Type of Contract.*

1.6 Place of Performance/Hours of Operation. *Please indicate all locations that the contractor may be asked to perform or state that it will be at the contractor's facilities. If necessary, identify the main location, and approximately how far away any secondary locations are. Also, please specify how often the contractor may have to visit these locations. Identify normal working hours and how you wish to address overtime or extra hours.*

1.7 Period of Performance. *Please indicate the length of this project using this example: Duration of this task is from October 1, 2003 through September 30, 2004 or from date of award for one year. This project may be incrementally funded, which may result in extensions to the end date of this project.*

1.8 Privacy Act. Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

1.9 Personal Service. The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal services contract".

1.10 Security. *Please specify if this project is "Classified" or "Unclassified". If "Classified", specify to what level.* All documentation (i.e. DD 254) required for security certification will be the responsibility of the contractor and the client organization.

1.11 Key Personnel.

1.11.1 The client shall identify a Designated Agency Official (DAO) under points of contact.

1.11.2 The contractor shall identify key personnel in the technical proposal regardless of the type of task. NOTE: Key personnel may not be removed from the task without express approval of the DAO. The DAO will attach a copy of the request and determination to the project files..

1.12 Quality Control. *Indicate any special concerns about the contractor's quality control for this task.* The contractor shall provide a description of their Quality Control plan to the client.

1.13 Records/Data. *Indicate data normally generated in the performance of this task and ownership of the data at the end of the task. In addition, identify the format of the data.*

1.14 Packaging/Packing/Shipping Instructions. *Outline any unique requirements or specific instructions that deviate from basic contract, including multiple shipping addresses for applicable materials.*

1.15 Applicable Documents. Provide a listing of all documents cited in the SOW including Government directives, formal specifications and standards, and other documents cited. Identify each by title, number, and the date of edition or revision.

1.16 Points of Contact.

Designated Agency Official (DAO)

name

address 1

address 2

city, state, zip

phone & fax

email

Alternate DAO

*name
address 1
address 2
city, state, zip
phone & fax
email*

Client's Security Officer. *(Complete this section if clearances are involved, listing the clearance level needed, otherwise enter N/A.)*

*name
address 1
address 2
city, state, zip
phone & fax
email*

GSA Representative.

*name
address 1
address 2
city, state, zip
phone & fax
email*

2.0 Definitions & Acronyms. *All terms that have meaning other than that contained in a dictionary and task-specific acronyms.*

3.0 Government Furnished Items. *The contractor shall specifically identify in their proposal the type, amount, and time frames required for any government resources, excluding those listed below.*

The Government will provide the following: (If none, so state)

Lab space, office supplies, computer equipment and time, telephone, and reproduction facilities, and office supplies as required.

Standard Operational Procedures, applicable regulations, manuals, texts, briefs and other materials associated with the project and the hardware/software noted throughout this SOW.

Initial familiarization / orientation will be provided on site.

Training to be provided by the Government specific to this task.

4.0 Contractor Furnished Items. *All items the contractor is to furnish during the contract.*

5.0 Specific Requirements.

5.1 Task Description. Services for this task requirements in accordance with the standards identified on the attached worksheet. *(Describe the services required under this task order in accordance with . . .)*

5.2 Proposal Submission. The Government will request proposals for this task. To receive a potential Request for Quotes (RFQ), the potential offerors shall register their organization and their authority to submit quotes at the following Web Site:

www.gsa.gov/CONNECTIONS

The contractor shall submit a written cost and technical proposal for consideration before the due date and time for this RFQ. The contractor shall submit a payment schedule as part of the cost proposal. In addition, the contractor shall submit these proposals electronically.

5.2.1 Travel. As part of the Cost Proposal, the contractor shall provide any anticipated travel costs, if known, to include: origination; destination; number of trips; number of persons; and a breakdown of lodging, meals, transportation and related costs. Actual expenses are limited by the Government Travel Regulations and must be pre-approved by the client.

5.2.2 Other Direct Costs (ODCs). The contractor shall provide a breakdown of any ODCs in the Cost Proposal. The breakdown shall include an identification of any "open market items" or the contracting vehicle used for the ODCs.

5.3 Deliverables and Reports. In addition to the applicable requirements, the contractor shall provide the following deliverables and reports:

5.3.1 Status Reports. Status reports must be submitted **monthly** to the **DAO**.

5.3.2 Failure to provide reports correctly will cause resubmission by your company.

5.3.3 Other Reporting Requirements. In addition to the Monthly Status Reports, the contractor shall provide the following:

5.3.3.1 The contractor shall inform the DAO in writing of the actual task starting date on or before the starting date.

5.3.3.2 The contractor shall bring problems or potential problems affecting performance to the attention of the DAO as soon as possible. Verbal reports will be followed up with written reports when directed by the DAO..

5.3.3.3 The contractor shall notify the DAO when 75 % of the amount of the task has been expended (for Time and Materials task orders).

5.3.3.4 Additional written reports may be required and negotiated.

5.3.4 Delivery Instructions. All deliverables shall be delivered to the client no later than the date specified in the SOW. Deliverables are to be transmitted with a cover letter, on the prime contractor's letterhead, describing the contents.

5.4 Inspection and Acceptance. In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of the DAOs findings within 5 work days of normally scheduled review.

5.5 Procedures for Payment. Billing and payment shall be accomplished in accordance with the contract. The contractor shall have the invoice certified by the DAO. The contractor's invoice will be for one month for services performed in the previous month. The contractor may invoice only for the hours, travel and unique services ordered by GSA and actually used in direct support of the client representative's project. Invoices submitted for payment must be accompanied by a copy of the government's document(s) (i.e. DD250 or similar form) accepting the covered services. Failure to comply with the procedures outlined above may result in your payment being delayed.